

EFFECTIVE

August 1, 2001.

SUBJECT

1. Requesting Michigan Birth Records
2. Forms & Publications New and Revised
3. RFC Code Names
4. Code Modifications
5. CPS Edit Changes
6. CDC Deadlines and Payroll Schedule

**1. REQUESTING
MICHIGAN BIRTH
RECORDS**

Child Welfare staff may now request Michigan birth records through an enhanced process and the collaborated efforts of the Family Independence Agency (FIA) and the Department of Community Health (DCH). The process, which initially allows requests for birth record requests only, will soon include other vital record requests from DCH, such as marriage, divorce and death records.

**Birth Record
Types**

Two types of birth records are available from DCH Vital Records & Health Statistics (VRHS):

- **Administrative** - Used to perform the basic functions of the agency.
- **Certified** - Used when FIA is required by the court to present a certified copy of a birth record, or when a youth under the jurisdiction of FIA needs a birth record for personal use.

Cost of Process

Utilization of this new process will result in quicker turnaround of requested information and be more cost effective for Child Welfare staff. Local offices incur no charges when the FIA-261 direct email process is used to request the birth record. Costs are billed to and paid from a central office account under an FIA Interagency Agreement with DCH.

Primary Users

Children's Services staff identified below are currently the primary users of the process:

- Adoption,
- Children's Protective Services,
- Foster Care, or
- Juvenile Justice.

Purchase of Service Agencies

Purchase of service agencies requiring an administrative or certified copy of a birth certificate for state or court wards in their care may contact the Child Welfare staff person for that case. Child Welfare staff utilize the email process to request the copy for the purchase of service agency.

Note: The purchase of service agency may not submit an FIA-261 directly to DCH.

Word Template

The FIA-261, FIA Request For A Michigan Birth Record is an electronic form located in MS Word. The FIA-261 is used to request the birth record which is emailed directly to DCH, VRHS.

Detailed instructions for completing the form and using the direct email process are found in the Reference Forms Manual (RFC), Item FIA-261. Services Manual Policy will be updated as soon as possible.

2. FORMS & PUBLICATIONS NEW AND REVISED

CDC Forms

The CDC program is undergoing changes as a result of recommendations from a reengineering workgroup (see PPB 2001-006 for additional information). An effort was made to simplify policy and reduce workload for local office staff. Terminology and policy changes have resulted in CDC forms being obsoleted and several CDC form revisions.

Obsolete:

- FIA-5CX, Child Day Care Status Notice
- FIA-105B, Day Care Services Local Office Billing/Attendance Invoice
- FIA-4576, Child Development and Care (CDC) Redetermination
- FIA-4647, Child Day Care Services Attendant Report

Revised:

- FIA-105/105A, Child Development and Care Billing/Attendance Invoice
- FIA-198/FIA-198 (LOA)/FIA-198SP, Child Development and Care Certificate/Notice of Authorization
- FIA-220/FIA-220SP, Day Care Aide/Relative Care Provider Application
- FIA-712, CDC Need Hours Worksheet
- FIA-4575, Child Development and Care Family Preservation Need Verification
- FIA-4640/FIA-4640SP, Child Development and Care Applicant Instructions
- FIA-4661, CIS Clearance Request for CDC
- FIA-4690/FIA-4690(LOA)/FIA-4690SP/FIA-4690(CIS), Child Development and Care Client Notice
- FIA-4782, Child Development and Care Early Payment Certification
- FIA-4795, CDC Client Recoupment Worksheet

Other Forms and Publications**FIA-13, Supplemental Payment Authorization**

The FIA-13 is revised to add the new supplemental warrant reason code 07, Children's Clothing Allowance. See PPB 2001-006 for details.

FIA-Pub. 250 and 250SP, Power Point "Orientation"

The Orientation Power Point presentation, FIA-Pub.250, has been revised for August to reflect changes in PEM 233A, 233B and 229. A Spanish version, FIA-Pub. 250SP, is now available. The revised presentation must be used for orientations and for client handouts beginning August 1, 2001.

Presenters should note the changes in the **Notes Pages** on pages 10, 23 and 26. The updated version is now available for ITTs to download from the FIA-Net as a self-extracting zip file, which can be loaded on laptop computers for use offsite.

The new versions should be made available for FIS to conduct personal orientations from their computers when necessary. The presentation may be customized only as allowed in **Helpful Hints** in the presentation.

Note: Both the slide and the notes have changed on pages 23 and 26. Only the note pages have changed for page 10. You may cut and paste only pages 10, 23, and 26 rather than replacing the entire presentation if the version you are currently using has been customized.

FIA Pub-280, Reporting Changes - When to Report - How to Report - What to Report

This publication must now be handed out to FS migrant households and FS households without earned income at application, redetermination and upon request in addition to FIP, SDA, MA and CDC clients.

FIA-4749, Non-Cash Assistance Support Service Request

This form has been enhanced and adds information about the FS Education Plan or FS \$25 for Transportation, Tools or Clothing.

3. RFC CODE NAMES

A new column is being added to each CIS code item in the Reference Code Manual. This column will identify a Code Name that is being assigned to each code. The Code Name may be up to 30 characters long so it will often be abbreviated.

The purpose of adding a Code Name to the manual is to allow data warehouse and other applications to reference the manual for Code names as part of screen helps and prompts. This will be used for both regular and ad hoc reporting.

Some codes in RFC Items A-F have already been converted with this release. Additional items will be updated in September.

Note: A more complete Code Description will be in a separate column following the Code Name.

4. CODE MODIFICATIONS

Items A-F - ASSIST codes from the ASSIST User Codes & Edits manual (AUC) continue to be added to the Reference Codes manual (RFC). Some codes have been added to Items A-F in combination with the Data Warehouse project. Remaining items will be updated in September.

Item D - A new disposition code 554 is added to allow Children's Protective Services to substantiate subsequent complaints.

Item E - Child Development and Care Eligibility/Reason Codes have been updated to reflect changes in CDC policy effective 08/01/2001. See PPB 2001-006 for additional information.

Item P - Changes that have occurred in this item:

- Profile for Cash - (WV) has been added to some Cash Participation codes along with the following statement in the code description: (WV - Vocational/Other Education or any Work First Activity or training that does not receive a wage)
- Some Voluntary/Mandatory participation status codes in the Profile for Food Stamps section have changed to deferred.
- Change bars display along the entire right margin for both the Profile for Cash and Profile for Food Stamps tables identified

above. This is due to some technical problems. You will not be able to quickly identify the specific changes made as a result of this problem without doing an entire comparison of the old item with the new. We apologize for any inconvenience.

Item F - A new code **R** was added to the 4E/DW determination codes to be used when FIS/ES are maintaining a program B, E or P for a youth in out-of-home placement.

Item W - New Warrant Reason Code **7**, Children's Clothing Allowance, is added.

5. CPS EDIT CHANGES

Many new edits were added/revised for changes related to the storing of additional CPS complaints on ASSIST and CIS. These edits are intended to ensure that **all** pending complaints involving the same case are disposed of and that valid disposition codes are used. In addition, ASSIST edits will serve as reminders that all historical months must be disposed when disposing of a current month.

6. CDC DEADLINES AND PAYROLL SCHEDULE

A CDC deadlines and payroll schedules desk aid for 2002 has been added to RFS, Item 110.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...****RFF 250SP
RFF 261****Changed Items ...****RFC A
RFC B
RFC C
RFC D
RFC E
RFC F
RFC N
RFC P
RFC R
RFC V
RFC W
RFE 1000
RFE 2000
RFE 3000
RFE 4000
RFF 13
RFF 105
RFF 198
RFF 220
RFF 250
RFF 712
RFF 1605
RFF 1613
RFF 2240
RFF 4575
RFF 4640
RFF 4661
RFF 4690
RFF 4749
RFF 4782
RFF 4795
RFS 110**

Deleted Items ...

RFF 5CX
RFF 5RX
RFF 105B
RFF 4576
RFF 4647